



## CITY OF WATERTOWN, NEW YORK

### CITY PLANNING BOARD

ROOM 304, WATERTOWN CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7740

MEETING: May 3, 2016

PRESENT:

Larry Coburn, Chairperson  
Linda Fields  
Neil Katzman  
Anthony Neddo  
Steve Rowell  
Michelle Capone

ALSO:

Michael A. Lumbis, Planning & Community  
Development Director  
Jeffrey Polkowski, Planner  
Geoffrey Urda, Planner  
Brian Drake, Civil Engineer II  
Russell Randall, Deputy Fire Chief

ABSENT:

None

The May 3, 2016 Planning Board Meeting was called to order at 3:01 PM by Planning Board Chair Larry Coburn. Mr. Coburn called for a reading of the Minutes from the April 5, 2016 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. The motion was seconded by Mr. Katzman and all voted in favor.

### **SUBDIVISION APPROVAL**

#### **345 ENGINE STREET – PARCEL # 7-16-114.000**

The Planning Board then considered a request submitted by Gregory F. Ashley of GYMO, DPC on behalf of Purcell Construction for a two-lot subdivision of 345 Engine Street, Parcel Number 7-16-114.000.

Mr. Ashley and Christina Schneider of Purcell Construction were in attendance to represent the request. Ms. Schneider began by saying that the purpose of the request was to accommodate Niagara Mohawk's planned clean-up of its adjacent manufactured gas plant hazardous waste site. She explained that there is contaminated material falling underneath buildings that Purcell owns and that Purcell intends to sell those to Niagara Mohawk, which is a subsidiary of National Grid.

Ms. Schneider said that Niagara Mohawk was amenable to all of Staff's comments and that they were willing to complete all of the summary items identified in Staff's memorandum to the Planning Board.

Mr. Coburn then stated that a Public Hearing was required for the subdivision. He then called the Public Hearing to order at 3:05 PM. Mr. Coburn then asked for public comments on the request. Hearing no comments, Mr. Coburn closed the Public Hearing at 3:06 PM.

Mr. Ashley then presented a parcel map of the area and said that GYMO was working with Niagara Mohawk to survey and assemble everything in pink, which represented the northern portion of the parcel proposed to be subdivided, as well as two other adjacent parcels presently owned by Sarah Purcell and Niagara Mohawk respectively. This proposed assemblage was a summary item in Staff's memorandum.

Mr. Ashley then distributed revised copies of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). He indicated that he had made all the changes to the Short EAF that Staff had recommended.

Ms. Schneider then asked about Staff's concerns regarding Fire Department access. Mr. Drake replied that the City Code Enforcement Bureau was concerned with access to the two remaining buildings at the north end of the site adjacent to the Black River, and said that Deputy Fire Chief Russell Randall was in attendance on behalf of the Fire Department.

Ms. Schneider then said that Staff had identified two options in the memorandum, an easement from Coffeen Street or expanding an existing right-of-way from Engine Street. Ms. Schneider said that her clients preferred a third option, removing a portion of an existing chain-link fence and providing access across 327 Engine Street.

Mr. Urda replied that this site was the subject of the aforementioned environmental cleanup. Mr. Urda said that this proposed route would require a fire truck to drive across contaminated soil, and added that the Fire Department ultimately would have to approve any proposed access route. Ms. Schneider acknowledged that she understood the City's issue.

Mr. Randall then said that the Building Code required a 20-foot width for fire truck access, and that it must have room for the apparatus to turn around if the access route were over 150 feet long. He added that he did not have intimate familiarity with the site.

Ms. Schneider then said that Niagara Mohawk cannot tear down the two buildings in question because they need them as part of their environmental cleanup. She emphasized that her clients preferred to explore options from Engine Street.

Mr. Coburn asked for suggestions. Mr. Lumbis replied that Staff had kept this summary item vague because there were multiple options, and said that as long as access is provided, Staff would be satisfied.

Mr. Neddo then asked if the applicant had a contract in place with Niagara Mohawk to accept the parcels. Ms. Schneider replied in the affirmative.

Mr. Coburn then noted that the Planning Board would have to answer all of the questions on Part 2 of the SEQR form. The Planning Board considered each question one-by-one and answered no to all of them.

Mr. Lumbis then said that the Planning Board would need to perform two separate actions; issue a Negative Declaration for the environmental review and approve the Subdivision request.

Ms. Fields then made a motion to issue a Negative Declaration for the proposed subdivision according to the requirements of SEQRA. Mr. Neddo seconded the motion and all voted in favor.

Mr. Katzman then moved to approve the request submitted by Gregory F. Ashley of GYMO, DPC on behalf of Purcell Construction for a two-lot subdivision of 345 Engine Street, Parcel Number 7-16-114.000, contingent upon the following:

1. The applicant shall provide Fire Department access to the two northern buildings on the parcel proposed to be subdivided.
2. The applicant shall assemble the south section of the parcel proposed to be subdivided with 566 Coffeen Street, Parcel Number 7-16-103.000, by way of a new metes and bounds description that is filed with the County Clerk.
3. The applicant or National Grid shall assemble the north section of the parcel proposed to be subdivided with Parcel Number 7-16-112.001, 341 Engine Street and Parcel Number 7-16-113.000, 327 Engine Street by way of a new metes and bounds description that is filed with the County Clerk.
4. The applicant shall change the answers to Question 8c and Question 16 on the Short EAF from “no” to “yes.”
5. The applicant shall clarify the eastern and southeastern boundaries of the parcel at 341 Engine Street on the submitted survey.

The motion was seconded by Ms. Fields and all voted in favor.

**ZONE CHANGE**  
**SOUTH SECTION of 1552 STATE STREET – PARCEL # 12-16-113.000**  
**RESIDENCE B to NEIGHBORHOOD BUSINESS**

The Planning Board then considered a zone change request submitted by Edward G. Olley Jr., AIA of GYMO, DPC, on behalf of James Petersen of Fast Lube of Watertown, to change the approved zoning classification of the south section of 1552 State Street, Parcel Number 12-16-113.000 from Residence B to Neighborhood Business.

Mr. Olley and Mr. Petersen were in attendance to represent this request.

Mr. Olley began by saying that the purpose of the request was to create the opportunity to apply at a future Planning Board meeting for site plan approval for a proposed parking lot expansion on the property. Mr. Olley said that he tried to depict on a preliminary site

plan how the proposed expansion would look. He then asked if the Planning Board had any questions for him regarding Staff's comments.

Mr. Coburn asked why this application was in front of the Planning Board and not the Zoning Board of Appeals. Mr. Urda replied that the applicant was seeking a zone change, not a variance, and that zone change applications must go before the City Council with a recommendation from the Planning Board.

Ms. Capone asked if the request was consistent with the adopted Land Use Plan. Mr. Lumbis replied in the affirmative.

Mr. Neddo then moved to recommend that City Council approve the zone change request submitted by Edward G. Olley Jr., AIA of GYMO, DPC, on behalf of James Petersen of Fast Lube of Watertown, to change the approved zoning classification of the south section of 1552 State Street, Parcel Number 12-16-113.000 from Residence B to Neighborhood Business.

Ms. Fields seconded the motion and all voted in favor.

**WAIVER OF SITE PLAN APPROVAL  
834 ARSENAL STREET – PARCEL # 8-02-107.000**

The Planning Board then considered a request for a Waiver of Site Plan Approval submitted by Tracy Granger of Granger Nursery and Gifts for the construction of an approximately 288 square-foot greenhouse and an approximately 1,820 square-foot parking lot expansion at 834 Arsenal Street, Parcel Number 8-02-107.000.

Ms. Granger and Scott Paris of P & M Construction were in attendance to represent the project.

Mr. Coburn began by asking the applicant if she had gone through the summary items in Staff's memorandum. Ms. Granger replied in the affirmative.

Mr. Paris said that the proposed 1,820 square-foot blacktop expansion was not going to be for parking. Rather, he said it would serve as a storage area for mulching materials. Ms. Granger added that you could not store mulch on top of gravel. She then said that she needed to know what she was allowed to pave over. Mr. Paris reiterated that the proposed blacktop on the west side of the site was for mulch storage.

Mr. Lumbis replied that the approval that the applicant was seeking would allow her to do what she proposed.

Ms. Granger then described the physical characteristics of her greenhouses, and the ease with which they could be dismantled. Mr. Urda replied that because the greenhouses would increase the building area coverage of the lot, they counted against the 2,500 square-foot limit for a Waiver of Site Plan Approval. The applicant had previously applied for, and received, a building permit from the City Code enforcement Bureau for a single greenhouse. Mr. Coburn

then said to the Ms. Granger that the Planning Board members were bound to follow New York State Building Code requirements and did not have the authority to impose their own opinions.

Mr. Drake then said to the applicant that if she wanted 2,500 square feet of paving plus two greenhouses, then that would trigger a full site plan approval process. Mr. Urda then explained to the applicant that the Planning Board had the authority to waive the requirements of site plan approval as long as the aggregate area of the proposed greenhouses and blacktop did not exceed 2,500 square feet. He said that if the coverage area exceeded 2,500 square feet, then a longer process would be necessary.

Ms. Granger then asked about what she would need to do if she ever expanded her business further in the future. Mr. Coburn replied that any future expansion would require a new application to be prepared from scratch.

Mr. Coburn then turned the discussion to the summary items in Staff's memorandum and asked about proposed hours of operation. Ms. Granger replied that the proposed hours of operation were 8 am to 8 pm, seven days a week. Mr. Coburn then asked the applicant to confirm that this included proposed operating hours after sunset in winter. Ms. Granger replied in the affirmative.

Ms. Granger said that there was existing lighting on the building and that she could install new lights on the back of the building if necessary. Mr. Coburn then noted that if the business were open after sunset, all parking areas would need to be illuminated. Ms. Fields said that at the minimum, Staff would need a drawing depicting lighting levels at the site. Ms. Capone added that the proposed lighting would need to be acceptable to Staff.

Mr. Coburn then asked about snow storage. Mr. Drake replied that Staff would like to see snow storage areas identified on the site plan to ensure that it will not cause an issue with vehicle turning movements.

Mr. Neddo then asked the applicant if she planned to be open during winter. Ms. Granger replied in the affirmative. She added that her business also performs snow removal services, so they know how to handle snow properly.

Ms. Capone asked the applicant if the gift shop would remain open in winter as well. Ms. Granger replied in the affirmative, and said she took the opportunity to be on the best street in Watertown. Mr. Coburn then reminded the applicant that she would need a building permit for her second greenhouse.

Mr. Katzman then said that it was his opinion that the proposal should require a full site plan review due to how much vehicular traffic the use would generate.

Ms. Fields then moved to approve the request for a Waiver of Site Plan Approval submitted by Tracy Granger of Granger Nursery and Gifts for the construction of an approximately 288 square-foot greenhouse and an approximately 1,820 square-foot parking lot expansion located at 834 Arsenal Street, Parcel Number 8-02-107.000, contingent upon the following:

1. The applicant shall provide striping for all parking areas, existing and proposed. This includes hatching in the eight-foot access aisle for the required accessible space.
2. The applicant shall perform all grading such that drainage is not directed onto adjoining parcels. For verification, the applicant's contractor shall submit a grading plan to the City Engineering Department prior to paving any new blacktop.
3. The applicant shall indicate the proposed hours of operation.
4. The applicant shall provide lighting for the proposed parking lot expansion if there are any proposed hours of operation after sunset.
5. The applicant shall identify areas proposed for snow storage.
6. The applicant must obtain a Building Permit prior to constructing the second greenhouse.

Mr. Neddo seconded the motion and the Planning Board voted 5-1 in favor, with Mr. Katzman casting the dissenting vote.

### **SITE PLAN APPROVAL 268 BELLEW AVENUE SOUTH – PARCEL # 9-43-105.000**

The Planning Board then considered a request for Site Plan Approval submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of John Pezzi of Roth Industries for the construction of a 27,500 square-foot building addition, a 43,500 square-foot asphalt storage area expansion and associated site improvements located at 268 Bellew Avenue S, Parcel Number 9-43-105.000.

Mr. Morgia was in attendance to represent the project.

Mr. Morgia began by saying that his team had received Staff's initial review comments and had prepared some draft responses. He then distributed written copies of the draft responses to the Planning Board and to Staff.

Mr. Coburn asked Mr. Morgia if he would like to run through the summary items. Mr. Morgia, answered in the affirmative, but said he would like first to give a brief overview of the project.

Mr. Morgia said that the proposal consisted of a 27,500 square-foot expansion to the existing industrial facility. He said that some would be manufacturing area and the rest would be storage. He then identified each area on the site plan. He added that the proposed expansion would be a westward continuation of the Roth building as it exists now.

Mr. Morgia then addressed the 43,500 square feet of proposed asphalt storage area expansion. He said that a new truck access drive was proposed for the western portion of the site. He added that this would be the new shipping end of the building and explained that as it exists now, shipping and receiving are together.

Mr. Morgia then discussed the proposed second driveway at the southeast corner of the site. He said that this request was for an expansion of the truck yard. He explained that tractor-trailers often parked in this area and that when there were two tractor-trailers present, it was almost impossible for them to maneuver. He then said that by adding the second driveway and creating a loop road, trucks would no longer need to turn into the Renzi Foodservice driveway across the street and back up as many do presently.

Mr. Morgia then addressed stormwater management. He said that new roof drains would be installed on the proposed addition and that both existing stormwater management areas on the site would be expanded. He said that his team had received previous plans from the City and that he acknowledged that he would need to prepare a Stormwater Pollution Prevention Plan (SWPPP).

Mr. Morgia then said that new lighting is proposed for the building, but not for the storage yard where some lighting already exists. He then addressed the summary items in Staff's memorandum.

Mr. Morgia said that the first summary item requested revisions to the "Planning Data" table on the site plan to accurately reflect parking requirements and calculations. He said that his team was trying to depict that there were over 80 spaces around the site and that they would likely use less than half that. He said that Staff had informed him that storage areas need not be counted towards the parking requirements and said that his team would revise the table.

Mr. Morgia said that the second summary item requested that proposed unstriped parking areas as well as accessible spaces both be labeled on the site plan. Mr. Morgia said that his team would do both.

Mr. Morgia then addressed the third summary item, which requested a truck movement diagram that proved the need for the additional driveways, and said that his team would submit one.

Mr. Morgia then said that the fourth summary item asked for proposed hours of operation and said that the facility would be open from 8 am to 4pm Monday through Friday.

Mr. Morgia then said that the fifth summary item requested that existing and proposed rooms be labeled on the floor plan with uses and square footage. Mr. Morgia said that this was not done because the floor plans that were submitted were preliminary, but that uses were labeled and broken down into office, manufacturing and storage. He said that was as specific as he could be at this time.

Mr. Morgia then addressed the sixth and seventh summary items, which requested letters from the State Historic Preservation Office (SHPO) and the Department of Environmental Conservation (DEC) that would determine, respectively, the project's potential to impact archeological resources and endangered species. Mr. Morgia said that City Center Industrial Park had already undergone the SEQR process when it was built, and that letters from both entities should already exist. He said that his team will approach both SHPO and the DEC about obtaining this documentation.

Mr. Morgia then addressed the eighth summary item, which requested a hydrant flow test and said his team would perform one.

Mr. Morgia then addressed the ninth summary item, which requested that all existing and proposed utilities be labeled on the site plan with pipe sizes and materials. Mr. Morgia said that the pipe sizes could be depicted from as-built plans and he would label them based on these existing plans.

Mr. Morgia then addressed the 10<sup>th</sup> summary item, which requested that the applicant identify a location where the existing canvas building was proposed to be relocated. Mr. Morgia said that he was unsure if the owner intended to continue using this structure, but that if it was to stay in use, that a proposed location for it would be added to the plans.

Mr. Morgia then skipped forward to address the 12<sup>th</sup> summary item, which identified all the permits that the applicant would need to obtain prior to demolition and construction. Mr. Morgia acknowledged that his team would need to obtain all of the permits identified.

Mr. Morgia then went back and addressed the 11<sup>th</sup> summary item, which stated that the applicant must address all concerns listed in the "Other Engineering Comments" section of Staff's memorandum to the satisfaction of the City Engineering Department before any permits would be issued.

Mr. Morgia acknowledged Staff's request that City Center Industrial Park covenants and restrictions be added to the "Planning Data" table. Mr. Morgia said that the proposed project is in line with all covenants and restrictions that they would be added to the table. Mr. Morgia also addressed requests for a stamped boundary and topographic survey of the site, construction detail sheets and a SWPPP and said that all of these would be submitted along with a revised site plan once all revisions were complete.

Mr. Coburn then asked if any of his fellow Planning Board members had questions for the applicant. Ms. Capone stated for the record that she would be abstaining from this vote because she had a business relationship with the applicant's client.

Mr. Lumbis then noted that the Planning Board could eliminate the fourth summary item since the applicant had identified the proposed hours of operation. Mr. Drake then said that the proposed hours led into the need for a Knox Box since the facility would not be in use on nights and weekends. Mr. Randall then confirmed that the building had become so large that a second Knox Box would be needed. Mr. Polkowski explained to the Planning Board



that a Knox Box was a secure exterior safe that contained a set of building keys for emergency services personnel in the event of an emergency.

Mr. Drake suggested that the Planning Board add this provision as a new summary item. The Planning Board agreed.

Mr. Neddo then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Roth Industries for the construction of a 27,500 square-foot building addition, a 43,500 square-foot asphalt storage area expansion and associated site improvements located at 268 Bellew Avenue S, Parcel Number 9-43-105.000, contingent upon the following:

1. The applicant shall revise the parking requirements section in the “Planning Data” table to reflect the accurate calculations.
2. The applicant shall designate on the site plan the proposed un-striped parking area for parking and shall identify and label accessible parking spaces on the site plan.
3. The applicant shall submit a truck movement diagram that proves the need for the proposed additional driveways.
4. The applicant shall identify all existing and proposed rooms on the floor plan with square footage and uses.
5. The applicant shall provide a letter from SHPO that determines whether the proposed project has the potential to affect any archeological resources.
6. The applicant shall provide a letter from DEC that determines whether the proposed project has the potential to affect any endangered or threatened species or their habitats.
7. The applicant shall perform a hydrant flow test and submit hydraulic water calculations to the City Engineering Department.
8. The applicant shall label all existing and proposed utilities with pipe sizes and materials.
9. The applicant shall identify a location where he proposes to relocate Canvas Building.
10. The applicant shall provide a second Knox Box for use by the Fire Department and other emergency services personnel.
11. The applicant must address all concerns listed in the “Other Engineering Comments” section of the April 28, 2016 Planning Office memorandum to the

satisfaction of the City Engineering Department prior to the issuance of any permits.

12. The applicant must obtain the following permits, minimally, prior to demolition and construction: Building Permit, Fence Permit and General City Permit.

Ms. Fields seconded the motion and the Planning Board voted 5-0 in favor, with the exception of Ms. Capone who abstained.

**SPECIAL USE PERMIT  
150, 154, 158 WOODRUFF STREET –  
PARCEL NUMBERS 14-01-112.000, 14-01-113.000 and 14-01-114.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 150, 154 and 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Morgia, as well as Thomas Carmen and Chris Bastien of Samaritan Medical Center were in attendance to represent the request.

Mr. Polkowski noted that Samaritan Medical Center had two Special Use Permit applications as well as a Site Plan application before the Planning Board today, but that the Planning Board would not be able to act on the latter, because it still had four variance requests pending before the Zoning Board of Appeals (ZBA).

Ms. Capone then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to all a parking lot at 150, 154 and 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Katzman seconded the motion and all voted in favor.

**SPECIAL USE PERMIT  
724 AND 728 WASHINGTON STREET AND 110 WOODRUFF STREET –  
PARCEL NUMBERS 14-01-139.000, 14-01-101.000 and 14-01-102.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

Mr. Morgia, as well as Thomas Carmen and Chris Bastien of Samaritan Medical Center were in attendance to represent the request.

Ms. Capone then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

Ms. Fields seconded the motion and all voted in favor.

**SITE PLAN APPROVAL**  
**830 WASHINGTON STREET AND THE 100 BLOCK OF WOODRUFF STREET –**  
**PARCEL NUMBERS 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000,**  
**14-01-112.000, 14-01-113.000 and 14-01-114.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Morgia began by saying that there was a lot of paper involved in this project and that his team had been working on it since February and they still have more to go. He then said he would start by discussing the proposed northeast parking lot at the corner of Washington and Woodruff Streets.

Mr. Morgia said that the existing structures on these parcels would be demolished and converted to a parking lot. He said that this would net the hospital 27 parking spaces. He noted that there would be one access driveway off of Woodruff Street. He then said that there was a pending variance request before the ZBA that would vary the required setback from 20 feet to 4 feet, 2 inches, which Mr. Morgia said was consistent with the variance in place for Samaritan's existing adjacent parking lot on the north side of Woodruff Street. Mr. Morgia said that he would be appearing before the ZBA later this month.

Mr. Morgia then said that the full 20-foot setback would be adhered to on the Washington Street side of this lot. He said that landscaping was proposed on the Washington Street side and at the corner. Ms. Capone then asked if this was consistent with the adopted Landscaping and Buffer Zone Guidelines. Mr. Lumbis replied that the landscaping layout was consistent with the guidelines.

Mr. Polkowski then said that the owner of one of the neighboring properties spoke out at a recent ZBA meeting and expressed a desire for more landscaping. Mr. Morgia then said that additional landscaping along the northern property line was being explored in response to those comments.

Mr. Morgia then began discussing the proposed women's and children's center addition and started by describing some of the existing conditions on the area of the site where the addition was proposed. He said the proposal was similar to what existed presently, but that the western parking lot would require a slight reconfiguration, including relocating some accessible spaces and making some loading dock improvements so that trucks would be able to enter and leave more efficiently.

Mr. Morgia said that a variance request was pending for this parking lot as well, and that it was also setback-related. He explained the existing configuration of this parking lot predated the establishment of the Health Services District in the Zoning Ordinance.

Mr. Morgia then said that this site plan involved relocating some utilities, including sanitary sewer, storm sewer and lighting. He referenced a concern from a previous meeting with Staff about light spillage and said that a shield had been added to the site plan to deal with that specific light source.

Ms. Capone then asked about fire truck movement. Mr. Polkowski replied that Deputy Fire Chief Randall was here and could answer to those questions. Mr. Morgia said that the Fire Department's concerns would best be discussed once he was finished describing all the different facets of the project.

Mr. Morgia then said that the next portion of the project was the northwest parking lot at the corner of Woodruff and Sherman streets. He said that Samaritan owns three houses on the north side of Woodruff Street and two on the south side. Mr. Morgia then said that they will all be demolished to make room for the proposed parking lot expansion. He added that this was all being done to meet the increased parking requirements generated by the cancer center addition and the women's and children's center addition.

Mr. Morgia said that there are 1,181 existing parking spaces at Samaritan Medical Center and that the current requirement was 1,145. He then said that after both proposed expansions, 1,227 will be required and 1,228 will exist, meaning there was only one spot to play with. He emphasized that this was why two new parking lots were being pursued to fulfill expectations.

Mr. Morgia then said that once again, a pending variance was before the ZBA to vary the required setback from 20 feet to 4 feet, 2 inches, the same as the other Woodruff Street lot. Mr. Morgia added that this proposed parking lot abutted a Residence B district in the rear and on the western side. He then identified some landscaping was proposed to shield these residential parcels from the proposed parking lot.

Ms. Fields then asked if that was all the landscaping that was proposed. Mr. Morgia replied that it was, and added that he could look at adding trees, but that snow storage for this proposed lot was very tight as it was. He said he was worried that the landscaping would be damaged by snow.

Mr. Morgia then discussed the final portion of the project, which was the proposed cancer center addition. Mr. Morgia said that this addition was proposed to be south of Woodruff Street and referred to the site plan.

Mr. Morgia then pointed out the singular entrance to the cancer center which would feed a proposed interior traffic circle. Mr. Morgia said that this would clean up access from the existing six separate access points. He then said that this would also improve ease of interior movements for tractor-trailers and fire trucks. Mr. Drake asked Mr. Randall if he could confirm the potential fire truck movements. Mr. Randall replied that he could not.

Ms. Fields then inquired as to there only being one entrance and exit point. She asked if having two would be more appropriate. Mr. Morgia replied that parking was tight and referenced the calculations he mentioned earlier about having only one parking space to spare. Mr. Morgia also said that a goal of the reconfiguration was to guide more cars onto Woodruff Street and keep them off of Sherman Street, which is still primarily residential.

Mr. Morgia then said that an existing underground stormwater detention chamber in the parking lot limits where they could put things like lights and landscaping. He said that they would need to relocate some underground utilities as it was, including water service. He said that new lighting was proposed for this lot and said that a lighting plan was included as part of the submission package.

Mr. Morgia then said that there was a landscaping buffer requirement along Sherman Street, due to the presence of a Residence A district across the street. He said that a variance request was pending before the ZBA to vary the parking setback requirement from 20 feet to 10 feet along the south side of Woodruff Street and to 12 feet, 6 inches along the east side of Sherman Street.

Ms. Fields then reiterated her concern about a single access point. Ms. Capone asked how many spaces were proposed to be in this lot. Mr. Morgia replied that 66 spaces were proposed. Mr. Katzman then asked about the timing of arrivals and departures. Mr. Carmen replied that approximately three to four cars per hour would enter and exit the lot, but that these arrivals and departures would be staggered throughout the day depending upon the length of the patient's stay.

Ms. Capone then asked about a proposed mid-block crossing across Woodruff Street. Mr. Drake replied that detectable warning features would need to be installed for the sight impaired. Mr. Drake added that the applicant would need to submit proof to Staff that a mid-block crossing was necessary and said that Staff had included this as a summary item. Mr. Drake then said that he thought it was time for everyone to hear from the Fire Department.

Mr. Randall said that he had no major heartaches with the proposal. He said that as far as fire truck access and angles and turning movements were concerned, that those were Code Enforcement issues and involved using tape and measuring. Mr. Randall then said that the larger issues that he saw were the locations of existing Fire Department connections.

Mr. Randall explained that various expansions over the years have resulted in water connections becoming hidden in difficult to access places. He pointed to two in particular on the plans near the proposed cancer center addition. He said that the Fire Department's preference was to have these connections on Woodruff Street so they could fight a fire from the front without having to maneuver into a corner or extend their fire hose a long distance. He reiterated that the connections as they exist are somewhat hidden and it would be better to move them out front.

Mr. Morgia replied that moving the piping for the Fire Department connections was not that simple. Mr. Morgia explained that there was a maze of overlapping utilities underneath the building and how you would relocate that piping through all the other existing utilities and frost-protect it all the way to the street was problematic.

Ms. Capone then asked about other fire connections. Mr. Morgia replied that each Fire Department connection is intended to be for a different building. Ms. Capone asked Mr. Morgia to confirm that there was a separate, dedicated connection for the proposed cancer center. Mr. Morgia confirmed that there was.

Ms. Capone then said that as she understood it, relocating the existing connections was what the Fire Department wanted. Mr. Randall said that the only reason this comes up is a matter of access. He explained that each new building that has gone up over the years has continued to encroach on access to get a hose back to the existing connections. Mr. Randall then said that Woodruff Street was ideal, but in lieu of that, there had to be a more accessible connection somewhere on that part of the site.

Mr. Morgia said that his understanding was that there was a backup Fire Department connection on the back side of the building. Mr. Randall replied that there were multiple connections, but it is confusing as to what feeds which system. Mr. Katzman then asked if it would be possible to obtain or create a map of Fire Department connections. Mr. Morgia replied that that might be a larger undertaking than everyone thinks.

Ms. Capone asked if Fire Department sign-off was necessary to approve the site plan. Mr. Drake replied that the Fire Department as well as Staff would want to see these connections before issuing a building permit, but that it need not be site plan contingent. Ms. Capone then asked if there were any other major details other than the pending variances. Mr. Polkowski replied that Mr. Morgia had yet to go down the list of summary items.

Mr. Katzman then suggested tabling the request until everything was prepared and the summary items were addressed. Mr. Morgia then said that his team was on a tight schedule, and that they had a five-month timeline of approvals laid out that included a Planning Board decision next month. Mr. Morgia added that the goal was to get some of these parking lots rebuilt so that building construction could begin in the fall. He said he would rather discuss all of the issues now to make sure everyone was on the same page and so that his team could adequately address as many issues as possible before the next meeting.

Ms. Fields said that she was in favor of going down the list. Mr. Morgia then said that he had replies prepared for the summary items and hoped to eliminate some of them today

so that when the Planning Board votes on the request next month, there would be far fewer contingencies attached. The Planning Board then agreed to let Mr. Morgia go down the list.

Mr. Morgia then addressed each of the 33 summary items one-by-one, and said that his team agreed to perform each of them, and that many could be fulfilled during the intermittent month while the request was on the table. The only summary item that generated significant discussion was the applicant's proposal to paint a mid-block crossing on Woodruff Street to connect employee parking to the hospital.

Mr. Morgia said that over 300 Samaritan employees per day would need to cross Woodruff Street, and that the applicant desired the mid-block crossing to ensure employee safety. Mr. Drake said that Staff would like the applicant to complete a study that proved the necessity for the crossing and submit the study to the City Engineering Department. Mr. Morgia said that his team would submit paperwork documenting the need for the mid-block crossing. Mr. Drake also said that if the study justified a mid block crosswalk, appropriate signage and crosswalk markings would have to be installed.

Ms. Fields then moved to table the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Coburn seconded the motion and all voted in favor.

#### **DESIGNATION OF A CLERK OF THE PLANNING BOARD – MICHAEL A. LUMBIS, PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR**

The Planning Board then considered the matter of designating Michael A. Lumbis, Planning and Community Department Director, as Clerk of the Planning Board. Kenneth A. Mix, who recently retired from the City of Watertown, had previously served as Clerk of the Planning Board.

Ms. Capone then moved to designate Michael A. Lumbis, Planning and Community Department Director, as Clerk of the Planning Board. Mr. Coburn seconded the motion and all voted in favor.

Mr. Katzman then moved to adjourn the meeting. The motion was seconded by Ms. Fields and all voted in favor. The meeting was adjourned at 4:50 PM.